TRINITY METALS LIMITED
SUPPLY CHAIN
SOLE SUPPLIER MOTIVATION / BID WAIVER FORM

In compliance to the FIN 01: DELEGATION OF AUTHORITIES POLICY

- All Purchase Orders >$ 500 must be supported by 3 quotes obtained through the tender process by the Supply Chain Department.
- All exceptions to the tender 3 quote Procurement process will be subject to a written Deviation Request, being in the form of a Bid Waiver Motivation/Sole Supplier Motivation.
- **A Bid Waiver Motivation** should be completed in instances where there are other potential suppliers, but sound reasons exist not to go out on tender to multiple potential bidders, before selecting the final supplier.
- **A Sole Supplier Motivation** shall be used only in instances where there is no other supplier providing the required product(s) and/or service(s).

SOLE SUPPLIER MOTIVATION ☐

BID WAIVER MOTIVATION ☑
(Tick the appropriate box)

Discipline/Department: HR

Contact person: DOMINA UNDOYENEZA Tel. no.: +250 788 309 536

(Approved document to be attached to the Purchase Requisition)

Product(s) or service(s) required	Tents,chairs and decoration the Trinity Nyakabingo mine miners' labour day celebrations.
Background Information	Tents,chairs and decoration for that day celebrations
Scope of service(s) or product(s) required	Tents,Chairs and decorations
Details of recommended supplier	AKRABI EVENTS LTD
Motivation for recommending this supplier	We are motivating for the use of this supplier due to the urgency of the International Labour Day event preparations and their long-standing reputation for providing reliable and high-quality service during similar events at Trinity Metals.
Estimated Value/Budget and Cost	4,684,600 Rwf
What other Mine/Mines are using this service(s)/ product(s)?	NONE
Additional information	

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We the undersigned do hereby declare that:Neither I, nor any members of my family are directly or indirectly employed; directors of the company; members of close corporation or share in partnership or joint venture with the supplier referred to in this motivation.

All Sole Supplier Motivations/ Bid Waiver Motivations must be signed off in terms of the Delegation of Authority (DOA).

Summary Table of Authorisation –Budgeted Requisitions

Value	Authorisation
$5 000 to $50 000	Manager, General Manager
$50 001 to $100 000	Manager, General Manager, COO
$100 001 to $400 000	Manager, General Manager, COO & CEO
$400 001	Manager, General Manager, COO, CEO and Board

Domina UNDOYENEZA	
Name	Name
HR&M	
Designation	Designation
Signature	Signature
5/05/2026	
Date	Date
Justin U	
Name	Name
GM	
Designation	Designation
Signature	Signature
07/05/2026	
Date	Date

Motivation supported

	Jerome
Group Procurement Superintendent	Group Supply Chain Manager
	7/05/2026
Date	Date

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AKRABI EVENTS LTD

QUOTATION

TIN:110748042
EVENT SETUP&DECORATION
KG 168 GT8
KIGALI-RWEZAMENYO
0788 620 021
samilhaakrabi2016

Event details:
Quotation # 1

Client details EUROTRADE Int SARL
Event name **Genaral staff Lavour Day**
Event Date
Location Nyakabingo
Description Setup and Decoration 1300people

Account details:
Bank of kigali
Account in RWF
1000 8478 1856
AKRABI EVENTS LTD

Date:6th May 2026

Contact person Mr Domina 0788309536

Terms and
Advance payment needed for confirmation (70% before the event and 30% after delivery)

A day before the event for setup
Any additional quest will be added on the invoice

Any damage During the event will be covered by the client

Decoration Invoice
Option A:

Description	Quantity	Unit Price	Amount
Labour day Decora	1	4,000,000	4,000,000
		Actual cost	**4,000,000**
		VAT(18%)	720,000
		Total	**4,720,000**

Event Decoration Details:
Option A:
Setup Details(With Carpet and chair covers)

Description	Quantity	Unit Price	Amount
Tent setup Details			
Big White tent (48r	1	550,000	550,000

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Small tent for 200	1	180,000	180,000
White tent deco(Dr	1	650,000	650,000
Floor carpets(grass	22	35,000	770,000
Tent lighting(Norm	1	150,000	150,000
Stage setup			-
Stage(Wooden ,iro	1	150,000	150,000
Stage carpeting anc	1	75,000	75,000
Long floral arragen	1	125,000	125,000
Lecturn +Branded	1	95,000	95,000
able and chair setup			-
Plastic Chairs+cov	1,300	450	585,000
Buffet tables +Clot	12	10,000	120,000
Operations			-
Operations(Wages	1	250,000	250,000
Delivery	2	150,000	300,000
			-
		Actual cost	**4,000,000**
		VAT(18%)	720,000
		Total	**4,720,000**

If you have any questions concerning this quotation, UMUHOZA Samilha A, +250 788 620021, samilhaakrabi2016@gmail.com

THANK YOU FOR YOUR BUSINESS!

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